

The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.

Vacant Position	Residence Staff (Full-time) Position will be available on 10/01/2022
Job Description	The job holder independently performs housekeeping, laundry, and waiting at table. Performs other duties as needed.
Qualifications	<ul style="list-style-type: none"> • Must be physically fit to perform assigned duties. • Must be attentive to the needs of occupants, guests, and staff. • Must clean and maintain uniforms and be particularly sensitive to personal cleanliness and hygiene at all times including trimmed hair, neatly tied or worn under a net. • Must have a good attitude and the ability to be a good team member. • Good working knowledge English and basic Japanese (spoken) are required.
Location	The Deputy Chief of Mission's Residence Azabu, Minato-ku, Tokyo (within 10-minute walk from Kamiyacho station, Roppongi station, Roppongi 1-chome station.)
Employment Conditions	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Fulltime, 40 hour work week.</p> <p>Compensation: <u>¥2.8 to 3.7 million/year</u> including bonuses and other allowances.</p> <p>-Salary will be determined depending on the selected candidate prior work experience and qualifications.</p> <p>-Commutation Allowance provided separately.</p> <p>- Salary increase is considered upon renewal of contract and successful performance.</p> <p>-Advance severance is provided at the end of each contract.</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance</p>
To Apply	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: 1-10-5 Akasaka, Minato-ku Tokyo 107-8420 Attn: DCMR/Residence Staff; or</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Closing date: July 15, 2022</p>